



GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Public records maintained by the Department of Technology Services (DTS) are available for public inspection according to the following procedures:

1. Records are available for inspection during regular business hours, Monday through Friday, 9:00 a.m.-5:00 p.m.
2. Requests for inspection or copying of public records:
 - a. Should be specific, focused and not interfere with the ordinary business operations of the DTS. Where a request is not specific and focused, the DTS staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure. The operational functions of the DTS will not be suspended to permit inspection of records during periods in which such records are reasonably required by DTS personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
 - b. Should sufficiently describe the records so that they can be identified, located, and retrieved by DTS personnel.
 - c. Can be made verbally or in writing, but the DTS encourages written requests unless the request seeks records that are maintained by the DTS for immediate public inspection.
3. The DTS may refuse to disclose any records which are exempt from disclosure under the Public Records Act. (See e.g., Gov. Code § 6254 *et seq.*)
4. Inspection of records will be allowed upon conditions determined by the DTS. Upon either the completion of the inspection or the verbal request of DTS personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting DTS records shall not destroy, mutilate, deface, alter, or remove any such records from the DTS. The DTS reserves the right to have DTS personnel present during the inspection of records in order to prevent the loss or destruction of records.



5. Copies of records that are not exempt from disclosure are available upon pre-payment of the copying costs (\$.25 cents per page).
6. These guidelines shall be posted in a conspicuous public place in the DTS, and a free copy shall be provided upon request.

Adopted this 25th day of April, 2006.

P. K. AGARWAL
Director

Note: All Public Records Act requests are to be submitted to the DTS Chief Counsel.

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